

MINUTES

Howell County Senate Bill 40 Board of Directors Meeting January 22, 2004

The Howell County SB 40 Board of Directors met at the Howell County Commissioner's Office in the Courthouse at 12:00 p.m.

Present were board members: Jay Garnett, Chairman; Joan Dietrich, Secretary; Jack Doss, Jim Duffin, Mary Good, Tom Poindexter, Joan Bailey-Russell, and Judy VonAllmen.

Also present were: Dennis K. VonAllmen, Howell County Clerk; Courtney Murphy, OSI Manager; Jude Duffell, Concerned Citizen / Sibiling; Kim Crites (Director), Lisa Earnest, and Debra Crocker from the Poplar Bluff Regional Center; Linda Ottow from Oakwood Life-Sharing Services, Inc. of West Plains; Mike Newton – Providers from Lamplight Village RCF – Newton's Facilities; Carol Hess, John Deidiker.

Absent was board member: Trent Cockrum

APPROVAL OF MINUTES FROM PREVIOUS MEETING

A motion was made by Tom Poindexter to accept the minutes as read. Joan Bailey-Russell seconded the motion. The motion carried.

TREASURER'S REPORT

John Deidiker reported the present checking balance to be \$132,110.84 with a 2003 year end balance of \$128,600.51. Motion by Mary Good to accept the treasurer's report and seconded by Joan Dietrich. The motion carried.

Jay Garnett, Chairman, recognized John Diediker for his outstanding years of service to the SB40 board. John has served over 15 years on the board with 14 of those years as an exceptionally capable treasurer. Jay thanked John for his excellent service to the board and the community as well, stating he never had to worry about John following thru on tasks.

CORRESPONDENCE

Linda Ottow, Howell County Representative for the Poplar Bluff Regional Council, shared information with the board, gathered from DMH and MACDDS, regarding the definition and current status of six types of services. She reviewed a catalog of terms and concerns regulating the provisions of DMH services.

OLD BUSINESS

A. Review Contract with Department of Mental Health:

Discussion was held regarding the wording on the contract of agreement between the Howell County Senate Bill 40 Board of Directors and The Department of Mental Health Division of Mental Retardation and Developmental Disabilities.

Jim Duffin made a motion to change the wording on the contract from Respite Services to Residential Services. Mary Good seconded the motion. The motion carried.

The funding levels remain the same with funding provided for Day Habilitation Services and Residential Services.

NEW BUSINESS

A. Approve 2004 Budget:

The 2004 Budget was presented by Jack Doss and John Deidiker. The budget showed cash available on December 31, 2003, of \$132,110.84 with 2004 approved appropriations of \$290,900.00.

Joan Bailey-Russell made a motion to approve the present budget. Jim Duffin seconded the motion. The motion carried.

B. Election of Officers:

Jay Garnett, Chairman, welcomed new board members Jim Duffin and Judy VonAllmen. He shared his appreciation for their willingness to serve the county.

The offices of Chairman, Vice Chairman, Treasurer, and Secretary were to be filled.

Tom Poindexter nominated Jay Garnett for chairman. Mary Good seconded the nomination. A vote was held in which Jay Garnett was elected chairman.

Mary Good nominated Trent Cockrum for vice-chairman. Joan Bailey Russell seconded the nomination. A vote was held in which Trent Cockrum was elected vice-chairman.

Mary Good nominated Jack Doss for treasurer. Jim Duffin seconded the nomination. A vote was held in which Jack Doss was elected treasurer.

Tom Poindexter nominated Joan Dietrich for secretary. Joan Bailey-Russell seconded the nomination. A vote was held in which Joan Dietrich was elected treasurer.

FUNDING REQUESTS

A. Sheltered Workshop Report & Funding Request:

Receipts from OSI for transportation for the months of November, December, and January were \$27,000.00.

Request for funds for OSI, approved by the Board, were as follows:

Transportation for the months of February, March, and April: \$32,500.00.

Courtney Murphy, OIS Manager, stated an increase in funding from \$27,000 to \$32,500 due to picking up additional employees and expanding out several additional miles to pick up employees. The transportation will be running approximately five miles farther than the current fixed route.

Motion made by Jack Doss to approve this request and seconded by Joan Bailey-Russell. The motion carried.

B. Poplar Bluff Regional Center:

Kim Crites stated the Howell County Waiver Cost for New Consumer Services were as follows: Howell County spent \$5,671.41 with federal waiver of \$9,013.87 with a total waiver of \$14,685.28.

ANY OTHER BUSINESS

A. Bids Received from Banks:

Two bids have been received from local banks to be considered for the depository for SB 40 funds. The banks from which bids were received are Great Southern Bank and West Plains Bank and Trust Company. Every bank in the county was contacted and given a form in which to submit a bid. Only the above two banks responded. Any funds over \$100,000 need private insurance.

Tom Poindexter made a motion to delegate the decision of reviewing the bids and selection of the bank to a sub-committee. Jim Duffin seconded the motion. The motion carried.

Joan Bailey-Russell made a motion to appoint Jay Garnett and Jack Doss to the sub-committee. Mary Good seconded the motion. The motion carried.

A. Lunch Expense:

A motion was made by Mary Good and seconded by Joan Dietrich to pay the lunch expense of \$43.00. The motion carried.

NEXT MEETING

Discussion was held regarding the movement of meetings to evenings in order to allow for additional time. The group agreed to move the meetings to evenings with all preferring to hold

the meetings in West Plains.

The next quarterly meeting of the Howell County Senate Bill 40 Board will be Thursday, May 20, 2004, at 7:00 p.m. at Figuro's Restaurant in the Ramada Inn in West Plains.

ADJOURN

Mary Good made a motion for the meeting to adjourn. Joan Dietrich seconded the motion. The motion carried. The meeting adjourned at 1:20 pm.

Prepared by Joan Dietrich, Secretary, SB40 Board

MINUTES

Howell County Senate Bill 40 Board of Directors Meeting May 20, 2004

The Howell County SB 40 Board of Directors met at the Ramada Inn, located in West Plains, at 6:00 p.m.

Present were board members: Trent Cockrum, Vice-Chairman; Joan Dietrich, Secretary; Jem Duffin, Tom Poindexter, Joan Bailey-Russell, and Judy VonAllmen.

Also present were: Courtney Murphy, OSI Manager; Harold Tipton, OSI Board; Jude Duffell, Concerned Citizen / Sibiling; Kim Crites (Director) and Pat Golden from the Poplar Bluff Regional Center.

Absent were board members: Jay Garnett, Jack Doss, and Mary Good

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Two corrections were made to the minutes from the board meeting on January 22, 2004. The first correction was made as follows: A vote was held in which Joan Dietrich was elected secretary.

The second correction was made as follows: John Deidiker, former treasurer, was removed from the SB 40 checking account at West Plains Bank and Trust. Treasurer Jack Doss, Chairman Jay Garnett, and Vice-Chairman Trent Cockrum now have the authority to sign checks.

A motion was made by Joan Bailey-Russell to accept the minutes as corrected. Tom Poindexter seconded the motion. The motion carried.

TREASURER'S REPORT

Acting Treasurer Trent Cockrum reported the present checking balance to be \$231,636.00. Motion by Tom Poindexter to accept the treasurer's report and seconded by Joan Dietrich. The motion carried.

CORRESPONDENCE

No correspondence.

OLD BUSINESS

A. Discuss funding protocol and future plans:

Discussion held concerning the need to find credible places to use the funds or to roll back the levy.

NEW BUSINESS

A. Approve Payment of Jem Duffin Expenses:

Tom Poindexter motioned to cover expenses for Jem Duffin to attend MACDDS meetings for the next three months in Jefferson City at a total expense of approximately \$600.00. Joan Bailey-Russell seconded the motion. The motion carried.

B. Approve Membership in MACDDS:

Howell County SB40 will consider becoming a member of MACDDS at a later time. The membership is \$562.50 on a calendar year basis. The first year membership is free.

FUNDING REQUESTS

A. Sheltered Workshop Report & Funding Request:

Courtney Murphy, OSI Manager, reported from July 1, 2003 to April 30, 2004 OSI had a total income of \$735,511.53 with total expenses of \$637,000.88 for a net income of \$98,510.65.

Receipts from OSI for transportation for the months of February, March, and April were \$32,500.00.

Request for funds for transportation for the months of May, June, and July were \$32,500.00.

Motion made by Jem Duffin to approve the request for funds for transportation for \$32,500.00. The motion was seconded by Joan Bailey-Russell. The motion carried.

Courtney Murphy, OSI Manager, requested a 50/50 match commitment to fund significant building projects. He stated the following considerations:

- A sustained increase to 90 employees.
- OSI has maximized utilization of available space. An estimated additional 4,000 square feet is necessary now to maintain current increases regarding workload, employee comfort and to allow for any new project development.
- OSI is accruing expenditures toward building development.
- To facilitate optimum building choices, available revenue sources need to be identified.

Discussion was held regarding the request.

B. Poplar Bluff Regional Center:

Kim Crites stated the Howell County Waiver Cost for New Services Funded by SB40 from July 2003 to March 2004 were as follows: State waiver of \$10,764.49 with federal waiver of \$17,121.78 for a total waiver of \$27,886.27.

Crites stated the Howell County Waiver cost from July 2003 to March 2004 were as follows: State waiver of \$360,385.07 with federal waiver of \$573,142.30 for a total waiver of \$971,708.74.

ANY OTHER BUSINESS

A. Dinner Expense:

A motion was made by Tom Poindexter and seconded by Jem Duffin to pay the dinner expense of \$91.11. The motion carried.

NEXT MEETING

The next quarterly meeting of the Howell County Senate Bill 40 Board will be Thursday, August 19, 2004, at 6:00 p.m. at Figuro's Restaurant, in the Ramada Inn, in West Plains.

ADJOURN

Joan Bailey-Russell made a motion for the meeting to adjourn. Joan Dietrich seconded the motion. The motion carried. The meeting adjourned at 7:30 pm.

Prepared by Joan Dietrich, Secretary, SB40 Board

MINUTES

Howell County Senate Bill 40 Board of Directors Meeting August 26, 2004

The Howell County SB 40 Board of Directors met at the Howell County Commissioner's Office in the Howell County Courthouse at 7:00 p.m.

Present were board members: Jay Garnett, Chairman; Jack Doss, Treasurer; Joan Dietrich, Secretary; Joan Bailey-Russell, Trent Cockrum, Jem Duffin, Mary Good, Tom Poindexter, and Judy VonAllmen. Also present were: Larry Spence, Howell County Presiding Commissioner; Courtney Murphy, OSI Manager; Harold Tipton, OSI Board Member; Jude Duffell, Concerned Citizen / Sibling; Pat Golden, Poplar Bluff Regional Center.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes of the previous meeting, May 20, 2004, were read and approved. Motion by Jack Doss to accept the minutes and seconded by Mary Good. The motion carried with all voting in favor.

TREASURER'S REPORT

Treasurer Jack Doss reported a beginning balance as of January 1, 2004 to be \$132,110.84. Deposits from 1-1-04 to 7-31-04 were \$135,958.99. Deposits from West Plains Bank checking interest were \$1,459.94. Disbursements totaled \$72,481.72 for a present balance on the checking account of \$197,048.05. Motion by Mary Good to accept the treasurer's report and seconded by Joan Bailey-Russell. The motion carried with all voting in favor.

CORRESPONDENCE

No correspondence.

OLD BUSINESS

Discuss Jem Duffin MACDDS Report

Jem Duffin reported on the MACDDS meetings he had attended. He expressed he believed it is and organization we should belong to and attend the meetings as they are informative. Jem is willing to continue attending the meetings and sharing the information with the board. The cost of membership is \$562.50 per year (After the first of September our membership for the balance of the year would be \$187.50). Attendance at the meetings should cost \$250.00 per meeting. Discussion was held concerning the continuation of the funding of Jem Duffin's expenses to attend the meetings and the funding of the MACDDS membership.

Tom Poindexter made a motion to fund MACDDS membership and expenses for the remainder of this calendar year at the approximate cost of \$1,000 to \$1,100. Mary Good seconded the motion. The motion carried with all in favor.

Discuss Sheltered Workshop Construction Funding

Courtney Murphy, OSI Manager, requests a 50/50 match commitment to fund significant building projects. OSI budgetary limit is \$300,000.00.

Considerations include the the following possibilities: Lunchroom – Construction of a new lunchroom and renovate existing lunchroom for work area and/or Shipping and Receiving – Construct a new shipping and receiving area and renovate existing shipping and receiving area for work space.

The SB40 Board discussed the construction funding including the need for expansion, the necessary funding, number of employees, and workload. The Board asked OSI for cash reserves and balance sheets at each quarterly meeting.

Tom Poindexter made a motion for the SB40 Board to commit to help fund an expansion at the Sheltered Workshop at some level and within the next 180 days to give a more definitive amount. Joan Bailey-Russell seconded the motion. The motion carried with all in favor.

NEW BUSINESS

Set Tax Levy

Discussion was held concerning the tax levy. A motion was made by Joan Bailey-Russell to leave the tax levy at the current rate of .005 due to the needs of OSI, the results of a pending completion of a needs assessment, and the services provided through Poplar Bluff Regional Center. The motion was seconded by Tom Poindexter. The motion carried with all voting in favor.

FUNDING REQUESTS

Sheltered Workshop Board and Funding Request:

Courtney Murphy, OSI Manager, reported from July 1, 2004 to July 31, 2004 OSI had a total income of \$60,828.86 with total expenses of \$57,151.08 for a net income of \$3,677.78.

Receipts from OSI for transportation for the months of May, June, and July were \$32,500.00. Disbursements for these months were \$23,399.00.

Request for funds for transportation for the months of August, September, and October were \$24,000.00.

Motion made by Jem Duffin to approve the request for funds for transportation for \$24,000.00.

The motion was seconded by Mary Good. The motion carried with all voting in favor.

Poplar Bluff Regional Center:

Pat Golden stated the Howell County Waiver Cost for Services Funded by SB40 from January 1, 2004 to July 31, 2004 was as follows: State waiver of \$289,747.98 with federal waiver of \$411,080.54 for a total waiver of \$700,828.52.

Joan Dietrich made a motion for Jay Garnett to have the approval to sign a contract of agreement between the Howell County Senate Bill 40 Board of Directors and The Department of Mental Health Division of Mental Retardation and Developmental Disabilities. It is a cooperative funding of Medicaid waiver match for waived services. The SB40 Board will make four equal payments of \$6,620.00 totaling \$26,480.00. Judy Von Allmen seconded the motion. The motion carried with all in favor.

ANY OTHER BUSINESS

The following bills were presented: *The West Plains Daily Quill* - \$34.75 - advertisement giving notice of a public hearing for the tax levy. Joan Dietrich - \$8.34 - reimbursement for copies of minutes and postage as sent to board members. Jem Duffin made a motion to approve the bills. Mary Good seconded the motion. The motion carried with all voting in favor.

NEXT MEETING

The next quarterly meeting of the Howell County Senate Bill 40 Board will be Thursday, November 18, 2004, at 7 p.m. at the Howell County Commissioner's Office in the Howell County Courthouse.

ADJOURN

Mary Good made a motion for the meeting to adjourn. Joan Dietrich seconded the motion. The motion carried with all voting in favor. The meeting adjourned at 9:35 p.m.

Prepared by Joan Dietrich, Secretary, SB 40 Board

MINUTES

Howell County Senate Bill 40 Board of Directors Meeting November 18, 2004

The Howell County SB 40 Board of Directors met at the Howell County Commissioner's Office in the Howell County Courthouse at 7:00 p.m.

Present were board members: Jay Garnett, Chairman; Jack Doss, Treasurer; Joan Dietrich, Secretary; Trent Cockrum, Jem Duffin, Mary Good, Tom Poindexter, and Judy VonAllmen. Also present were: Larry Spence, Howell County Presiding Commissioner; Courtney Murphy, OSI Manager; Pat Golden, Poplar Bluff Regional Center; Jane Harget, Director of Region 8 Council.

Absent was board member: Joan Bailey-Russell.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes of the previous meeting, August 26, 2004, were read and approved. Motion by Tom Poindexter to accept the minutes and seconded by Jem Duffin. The motion carried with all voting in favor.

TREASURER'S REPORT

Treasurer Jack Doss reported a beginning balance as of August 1, 2004 to be \$197,048.05. Deposits from 8-1-04 to 10-31-04 were \$3,252.11. Deposits from West Plains Bank checking interest were \$789.05. Disbursements totaled \$31,538.15 for a balance on the checking account of \$169,551.06 as of 10-31-04. Motion by Joan Dietrich to accept the treasurer's report and seconded by Mary Good. The motion carried with all voting in favor.

CORRESPONDENCE

No correspondence.

OLD BUSINESS

Discuss Sheltered Workshop Construction Funding

Building plans were presented by OSI Manager, Courtney Murphy, with possibilities for expansion. Plans would be to take current enrollment of 100 employees to approximately 150 employees with daily attendance averaging from 80 to 120 employees.

The approximate cost of phase II would be between \$350,000 and \$400,000.

Mr. Murphy made a request for a 50/50 match commitment to fund significant building projects.

Discussion was held and plans were made for the SB40 Board to tour the workshop at the next SB40 board meeting. Discussion was also held concerning the review of cash reserves and balance sheets.

Jack Doss made a motion to table the request for a 50/50 match commitment to fund significant building projects. Tom Poindexter seconded the motion. The motion carried with all voting in favor.

NEW BUSINESS

No new business.

FUNDING REQUESTS

Sheltered Workshop Report and Funding Request:

Receipts from OSI for transportation for the months of August, September, and October were \$24,000.00. Disbursements for these months were \$24,000.00.

Request for funds for transportation for the months of November, December, and January were \$32,000.00.

Motion made by Jack Doss to approve the request for funds for transportation for \$32,000.00. The motion was seconded by Tom Poindexter. The motion carried with all voting in favor.

Poplar Bluff Regional Center:

The agreement between the Howell County Senate Bill 40 Board of Directors and The Department of Mental Health Division of Mental Retardation and Developmental Disabilities continues as a cooperative funding of Medicaid waiver match for waived services. The SB40 Board continues to make four equal payments of \$6,620.00 totaling \$26,480.00 per year.

Jane Harget, Director of the Region 8 Council, reported on a Needs Assessment Survey. She stated the Missouri Planning Council is in the process of phasing out employees, therefore only leaving volunteers to complete the survey. Most volunteers are employed full-time with other occupations and / or have family members with special needs. Therefore their time is very limited. Region 8 serves ten counties. They are currently on hold as they may not be able to fulfill a commitment.

ANY OTHER BUSINESS

MACDDS

Jem Duffin attended MACDDS meeting in Jefferson City on October 14 and 15. He attended workshops related to activities in Howell County.

He learned that as members of MACDDS we are included in a grant for Missouri Housing Employment Funds which could amount to \$3,000 to \$7,000 to assist MRDD people who are living independently and may not have funds budgeted for telephone, gas, or utilities. Their needs would be identified through their case management coordinators.

Joan Dietrich made a motion to approve funding for Jem Duffin to attend meetings for the 2005 year at the cost of approximately \$250 a meeting with annual MACDDS membership dues of \$562.50. Judy Von Allmen seconded the motion. The motion carried with all in favor.

Bills

The following bill was presented: Joan Dietrich - \$10.59 - reimbursement for copies of minutes and postage as sent to board members. Tom Poindexter made a motion to approve the bill. Mary Good seconded the motion. The motion carried with all voting in favor.

NEXT MEETING

The next quarterly meeting of the Howell County Senate Bill 40 Board will be Thursday, February 17, 2005, at 12 p.m. at the Sheltered Workshop in Pomona. A tour of the facilities and a SB40 board meeting will be held.

ADJOURN

Joan Dietrich made a motion for the meeting to adjourn. Jack Doss seconded the motion. The motion carried with all voting in favor. The meeting adjourned at 9:05 p.m.

Prepared by Joan Dietrich, Secretary, SB 40 Board